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Dress Code Policy

At [REDACTED], we strive to maintain a professional and welcoming environment that reflects commitment to excellence in customer service. The following dress code guidelines have been established to ensure that all employees present themselves in a manner that upholds the standards of the company, particularly in roles involving guest interaction.

General Appearance

Employees must maintain a neat, clean, and well-groomed appearance at all times.

Uniforms should be worn where applicable and must always be tidy and well-presented.

All clothing should be formal, comfortable, and appropriate for the working environment.

Business Attire

Formal business attire is required for all positions involving guest interaction.

Men: Slacks or suit pants with a formal shirt, blazer, or jacket.

Women: Skirts, dresses, or suit pants with blouses, tops, or jackets. Shoes must be formal and comfortable.

Footwear

Footwear must be formal and clean at all times. Open-toed shoes, sandals, or casual footwear are not permitted while on duty.

Shoes should be well-maintained, and for certain roles, closed-toe shoes are preferred for safety reasons.

Grooming Standards

Hair must be clean, well-kept, and professional in appearance. Hair should be brushed and styled appropriately.

Facial hair should be neatly trimmed and well-maintained.

Employees working in guest-facing roles must maintain clean hands and nails.

Minimal makeup is encouraged for a professional appearance. Perfume or cologne should be used sparingly to avoid strong scents that may be off-putting to guests.

Accessories and Jewelry

Jewelry and accessories should be minimal, modest and not interfere with work tasks.

Avoid excessive or large pieces that may distract from a professional appearance.

Visible tattoos and unconventional piercings should be covered while on duty, where possible.

Company ID badges must be worn and clearly visible at all times.

Dress Down Days

If casual days are approved, employees are expected to wear smart-casual attire while maintaining a professional appearance.

Jeans and casual footwear may be allowed but should still be neat and in good condition.

Attitude and Demeanor

Greet guests with a warm welcome, humble smile, and friendly attitude.

Embody the company's values and culture in all interactions with guests and colleagues.

Maintain a professional and courteous demeanor at all times.

Uniform Care

Where uniforms are provided, employees must ensure they are always in good condition.

Employees are responsible for maintaining the cleanliness and neatness of their uniforms at all times.

Cultural Sensitivity

Employees are encouraged to respect the diverse cultural environment they work in and dress in a manner that is considerate of cultural norms and expectations.

Enforcement and Compliance

Supervisors and managers will monitor compliance with the dress code policy.

Non-compliance will result in appropriate disciplinary action as outlined in the company's operational procedures.

This policy ensures that all team members maintain a professional image that aligns with the hospitality standards of [REDACTED]. All employees are expected to comply with these guidelines to deliver a consistent and welcoming experience for guests.

If you have any questions or concerns regarding the dress code policy, please contact your supervisor or the human resources department.

Acknowledgment of Receipt:

I have read, understood, and agree to abide by the [REDACTED] Dress Code Policy.

Name: _____

Position: _____

Signature: _____

Date: _____